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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Transportation Division, Logistics
Office

DATE: 22 September 1953

FROM : Assistant Management Officer (DD/A)

SUBJECT: Notification of Shipping Information to Field Installations

1. PROBLEM. To improve present methods of notifying field installations of pertinent shipping information.
2. FACTS BEARING ON THE PROBLEM.
 - a. Past notifications to field installations concerning shipping information have not always been received by these field installations prior to receipt of the shipments.
 - b. Air shipments are received in the field prior to the receipt of any Agency Shipping Documents.
 - c. Routine dispatches are ample notification for many sea shipments.
 - d. Once prepared, cables should be transmitted in the shortest possible time.
3. DISCUSSION.
 - a. The time required for shipments and notification dispatches to be received overseas varies by the Area concerned and at times within these areas. Based on past experience each DD/P Area Division, the Technical Services Staff, and the Office of Communications is notifying the Transportation Division of a time limit to be used in determining whether to use a cable or dispatch for notifying field installations of shipments. This assures the use of cables only when necessary.
 - b. In turn, the Transportation Division will make every possible effort to accumulate the needed information at the earliest possible moment. Cables or dispatches will be prepared immediately and forwarded by special messenger to the interested Division, Staff, or Office for appropriate action. It is expected that in most cases the cable or dispatch will be transmitted without change.
4. RECOMMENDATIONS.
 - a. That Tab be published as an internal procedure for the Transportation Division.

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Security Information

- b. That Tab B be prepared and forwarded to the Records Services Division,
GSO.

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O&M Examiner

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[REDACTED]

Asst. Management Officer, DD/A ✓

Concurrence: 25X1A9a

[REDACTED]

Chief, TD/LO

Chief, RSD/GSO

Chief of Admin., DD/P

Chief, OC-A/MSP

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